

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH

TRANSFER OPPORTUNITY

This is not an official examination bulletin

INTERMEDIATE TYPIST CLERK

The Department of Mental Health Juvenile Justice Camp Program is seeking an individual to fill the position of an Intermediate Typist Clerk at Challenger Memorial Youth Center located in Lancaster.

EXAMPLES OF DUTIES:

- Opening and Closing of MH Charts in IS System
- Data Entry of Daily Service Logs in IS System
- Utilize Probation Electronic Medical Record System (PEMRS)
- Filing of MH documentation in MH Charts
- Maintain and update caseload logs, staff/phone rosters and monthly work schedules
- Prepare minutes for staff meetings
- Answer telephone, take messages for staff and route calls appropriately
- Obtain client information from the Probation Case Management System (PCMS) and MH histories from the IS System
- Photocopying and Faxing
- Maintain and organize MH files
- Other duties as assigned by MH Clinical Supervisor and Program Head

DESIRABLE QUALIFICATIONS:

- Strong organizational skills
- Ability to multi-task and prioritize work assignments
- Strong knowledge of the IS System
- Knowledge of DMH billing procedures
- Strong Knowledge of Microsoft Word, Excel, and Outlook
- Ability to work independently and as a team player
- Strong verbal and written communication skills
- Strong interpersonal skills
- Bilingual

Interested individuals holding the title to the above position are encouraged to FAX their resume, last two (2) Performance Evaluations and last two (2) years of master time records to:

Brad Kysar, LCSW
Clinical Program Head
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AN EQUAL OPPORTUNITY EMPLOYER